



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 5100.13D

Code 0501

15 November 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5100.13D

From: Commanding Officer

Subj: TOBACCO USE POLICY AND TOBACCO USE PREVENTION PROGRAM

Ref: (a) SECNAVINST 5100.13A
(b) BUMEDINST 6200.12
(c) JCAHO Manual for Hospitals, Current Edition
(d) Negotiated Agreement between NHTP and Local 2018

Encl: (1) Location of Designated Smoking Areas

1. Purpose. To publish policies governing the use of tobacco products aboard Naval Hospital, Twentynine Palms (NHTP) and to provide policy and program guidance for the NHTP tobacco use prevention and cessation program in accordance with references (a) through (c).

2. Cancellation. NAVHOSP29PALMSINST 5100.13C.

3. Background. The Surgeon General of the United States has determined that the use of tobacco products is hazardous to human health. It has further been determined that the use of tobacco products adversely impacts the health and readiness of our military forces. Reference (c) requires written policies that discourage and control the use of tobacco products aboard NHTP.

4. Policy. It is the policy of this activity to provide our staff, patients and visitors with an environment which discourages the use of tobacco products, promotes education about the hazards of tobacco use, and encourages and assists tobacco users who wish to quit. It is also the policy of this activity to provide those who choose to use tobacco clear guidelines that will allow tobacco use while ensuring a safe, healthy and unpolluted environment for those who do not use tobacco. It is incumbent upon the leadership of NHTP to set the example for the junior personnel, and as healthcare professionals, all NHTP medical staff must set the example for our beneficiaries. The NHTP Health Promotion Plan will support the Surgeon General's objective of a smoke-free Medical Department by the year 2000.

a. Reference (b) expressly prohibits the sale and use of tobacco products in BUMED facilities.

b. The use of tobacco products aboard NHTP is strictly limited the designated areas located outside of NHTP buildings and delineated in enclosure (1), these areas will be clearly posted with signs stating: "DESIGNATED TOBACCO USE AREA".

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c. Anyone who uses tobacco products aboard NHTP in an area not designated for tobacco use will be subject to disciplinary action.

d. Designated tobacco use areas will be kept clean and orderly by all who use them. All trash will be disposed of properly, all smoking waste will be disposed of in ash trays, and all smokeless tobacco "juice" will be kept in containers and disposed of properly. Anyone who litters or spits tobacco "juice" on the ground aboard NHTP will be subject to disciplinary action.

e. The ash trays located at the hospital entrances are provided strictly for visitors to extinguish or dispose of tobacco products before entering the building. Hospital military and civilian employees and contractors will not smoke in these areas.

f. Civilian employees are not authorized any additional time for tobacco use outside the breaks authorized in Article 13, Section 3 of reference (d):

(1) One meal period of thirty (30) minutes duration will be allowed during each eight and one-half (8 1/2) hour shift. Employees will be allowed one fifteen (15) minute rest break during each four hour half of the scheduled work shift.

g. The NHTP tobacco use policy and the location of the designated tobacco use areas will be included in staff orientation, annual training, and published in the Plan of the Day.

5. Action

a. The Health Promotion Officer shall:

(1) Ensure that tobacco cessation classes are available and accessible for all staff and beneficiaries.

(2) Serve as a resource and point of contact for providers with patients who use tobacco and for tobacco users who wish to quit.

b. All Health Care Providers shall:

(1) Inquire about patients' tobacco use during routine examinations.

(2) Advise tobacco users of the risks associated with tobacco use and refer them, if amenable, to the Health Promotion Division or other smoking cessation resource.

(3) Emphasize to all pregnant tobacco users the special risks tobacco use poses to the fetus.

(4) Note in patients' records tobacco use status and, if applicable, that counseling and referral were offered.

c. Department Heads shall: Ensure that all NHTP military and civilian employees and contractors are made aware of the NHTP tobacco use policy and the location of the designated tobacco use areas.

d. All NHTP Staff shall: Be responsible for compliance with and enforcement of this instruction.

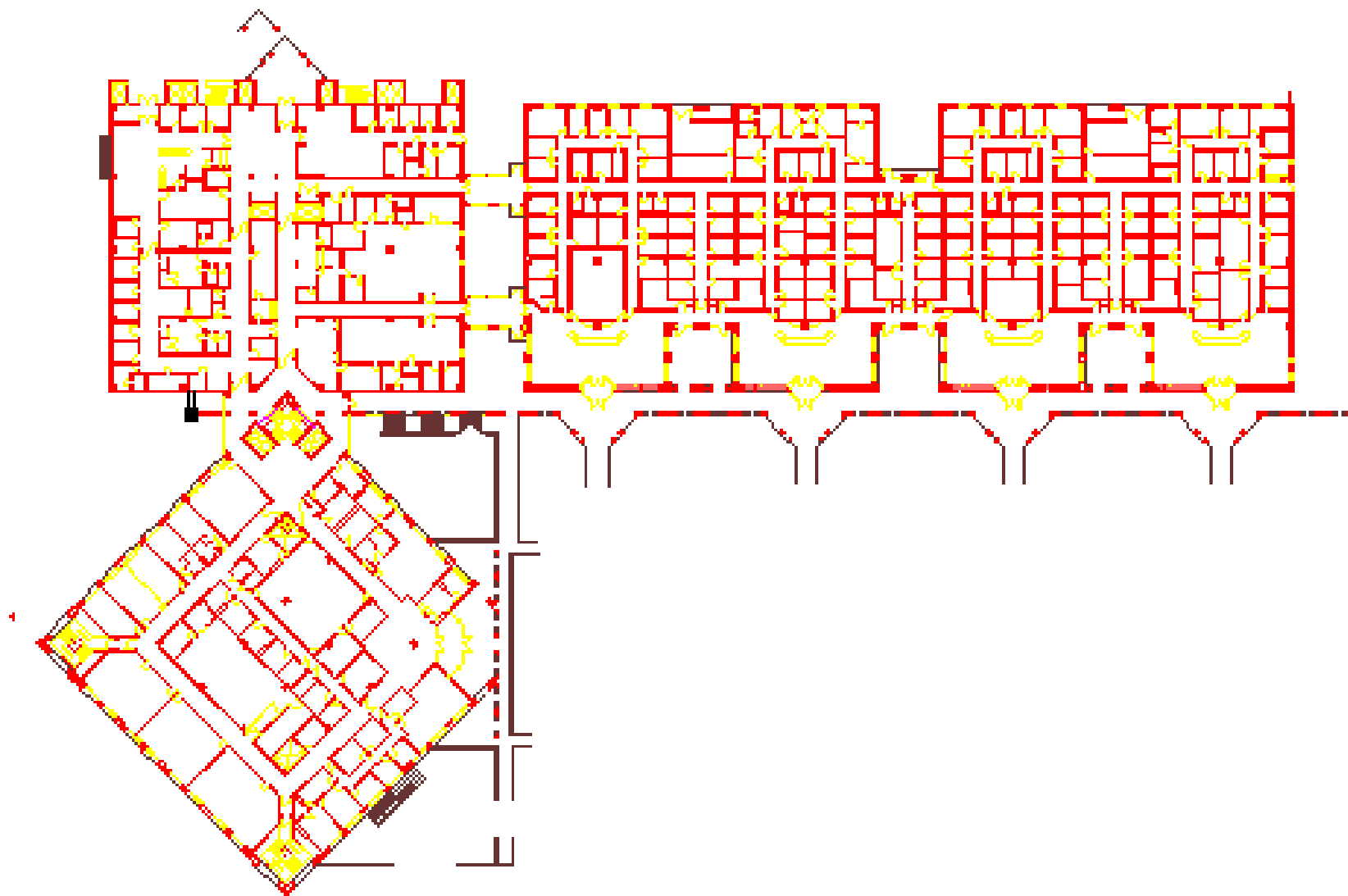
6. Applicability. This instruction applies to all NHTP military and civilian employees, contractors, patients and visitors. This instruction does not supersede other instructions or regulations where tobacco use is controlled because of fire, explosive, communicable disease or other safety considerations.



R. S. KAYLER

Distribution:
List A

↓ Smoking Area



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to Enclosure (1)

MILITARY SICKCALL

